

2. Travel to Wings within the Region –

A. Trips to Wings within the North East Region will be handled according to the requirements in 1.B. above.

B. PAWG Form 10 – Some trips require liaison (State Director) office intervention and approval. Trips requiring military facilities or travel in military vehicles or aircraft are examples of these missions. Billeting, food support, military travel, use of BX facilities, etc all require additional CAP and State Director approval and support. Often additional information or justification is needed. In these cases, a PAWG Form 10 is required to provide all involved with the information, justification and contact numbers necessary to make the travel plans come together and authorize the trip. For travel on Military Airlift a CAPF72 must accompany the PAWG F10. These forms must be COMPLETE and submitted at least 45 days in advance to Wing HQ. Please keep in mind that this is the minimum amount of time required. Some trips requiring more complex arrangements may require additional time. For the trip to be authorized, the Group, Wing and other appropriate offices must approve the completed PAWG Form 10. The signed form must be returned to you from Wing HQ prior to departure for the trip to be.

3. Travel outside of the Region – trips outside of the region must be coordinated and approved by the Wing Commander and the Region Commander. In some cases, the State Directors office and or national authority must be sought. Wing HQ will determine for you what authorizations will be needed and route the request to the proper authorities for you. To do this the following will be needed. at minimum.

A. PAWG Form 99c - Trips to locations outside of the North East Region, including any overnight stay requires pre-authorization. Pre-authorization can be accomplished by mailing, faxing or e-mailing a PAWG Form 99c or the equivalent information to Wing Headquarters at least 30 days in advance of the trip. The 99c information must include:

- Requestor – Person requesting authorization, include contact numbers.
- Date of Travel – include time of departure
- Return Date – include estimated time of arrival
- Aircraft/Vehicle – include ID number and owner
- PIC/Driver/Crew – List all crew personnel, include contact numbers.
- Mission Number/Mission Type (Symbol) – include both as well as why trip is necessary.
- Passengers/Cargo – list all other personnel going along, seniors, cadets and others. List any cargo being transported.
- Departure/Route/Destination – list departure point, route of travel, stops and destination. If the return trip will differ, list the return routing. List the destination. Include contact and recall numbers. For stays including overnights, list where you will be staying.